

HR INSIGHT LIMITED
GETTING THE MOST OUT OF PERFORMANCE MANAGEMENT

Date – Thursday 24th June, 2010
9.00am to 4.30pm

Venue: Kingston Smith Training Room, 60 Goswell Road, London, EC1M 7AD

Who Should Attend? Owners, Directors, Managers and Supervisors who have direct responsibility for the performance and development of their staff.

Aims: Promote a culture of ongoing performance management across the organisation as a way of managing employees rather than an annual “event” which everyone dreads. The programme will ensure individual effort is aligned with department and organisational goals and may of the process skills and techniques will be learned.

During the workshop you will:

- Be introduced to the “7 Step” Performance & Development Review (PDR) process to delegates.
- You will be provided with the tools, techniques & skills to draft goals and give feedback on performance.
- Learn the importance of development and how to draft development plans for employees.

Delegates with leave with:

- Practical tips and guidance on setting goals with employees and managing performance as part of the leadership skill set.
- A copy of the workshop slides
- A full set of handouts and course notes

Workshop Fees

- Attendance on this Workshop £200 plus VAT per delegate
- HRi Management Programme £700 plus VAT per delegate for the 4 Workshops (1 per Quarter)

The HRi Management Programme:

Quarter 1	Getting Recruitment Right
Quarter 2	Getting the most out of Performance Management
Quarter 3	Dealing effectively with Discipline & Grievances
Quarter 4	Absence Management & Dealing with Discrimination

To reserve your place, please complete and return the registration form below. An invoice will then be forwarded by return. Cancellation within 7 days of the start of the workshop will incur a 50% cancellation fee, within 3 days or less there will be a 100% cancellation fee.

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REGISTRATION FORM

Name		Position	
Company		Tel No	

I would like to reserve _____ places on this Workshop for the following delegates:

Delegate		Position:	
Delegate		Position	

I would like details on the Annual HRi Management Programme forwarded to me please: YES